

PERSONNAL POLICIES AND PRACTICES

CARBON COUNTY WEED & PEST CONTROL DISTRICT

PREAMBLE

The personal policies and practices of Carbon County shall apply to all full time employees of the Carbon County Weed & Pest Control District. Such employees shall also be governed in so far as there is no conflict by these policies and practices. Part time or seasonal employees shall be governed by these policies and practices. It is declared policy of the Carbon County Weed & Pest Control District that employment shall be based upon merit and fitness, free from personal and political considerations; and that just and equitable incentives and conditions of employment be maintained to promote efficiency and economy in the operation of the Carbon County Weed & Pest Control District.

The Carbon County Weed & Pest Supervisor is charged with the responsibility of enforcing the policies and practices set forth herein and with maintaining documentation of compliance by the employees of the department. The Carbon County Board of Commissioners and the District Board of Directors are responsible for the interpretation of the following personnel rules and regulations and are vested with full authority to establish by administrative directive other terms and conditions of employment consonant with these policies.

The following personnel policies and practices shall govern the conduct of employees of the Carbon County Weed & Pest Control District in the discharge of their assigned duties and shall assure to employees the privileges of their employment relationship with the District.

EMPLOYMENT POLICY

All employees are selected on the basis of merit, character, training, experience, physical ability for the job, and compliance with applicable requirements. It is the policy of the District not to discriminate against any person because of race, color, sex, religion, national origin or ancestry and the District shall comply strictly with all applicable State and Federal Labor Laws and regulations.

The Carbon County Weed & Pest District Office will be open from 8:00 a.m. to 5:00 p.m., monday through friday, unless otherwise requested by the Official or Dept. Head. Full time year around employees shall work 40 hrs. a week and seasonal employees shall work such hours as specified by the Supervisor.

Employees shall be hired with the understanding that the first two months shall be considered a probationary period. At any time during this period the Supervisor or Board may remove an employee, if in their opinion such employee is unable or unwilling to perform his duties satisfactorily or that his habits or dependability do not merit his continuance in the employment.

No full time year around employee shall be appointed to regular employee status without having first been interviewed by the official or Supervisor for whom they will work.

Upon successful completion of the probationary period, a full time year around employee attains regular status. Although no employee is guaranteed permant employment with the Weed & Pest District, the regular employee is assured of reasonable job security so long as he continues to render satisfactory service. Employment is, of course, dependent of the Districts ability to finance services in the department.

It is the policy of the Carbon County Weed & Pest Control District to employ and fill vacancies on the basis of merit and fitness, and insofar as possible in the interests of the County, to promote District employees to higher positions when vacancies occur.

Promotions in the County Weed & Pest Control District or specific area shall be based upon merit. Vacancies in higher positions will be filled by promotion of qualified employees from subordinate job positions. However, if in the opinion of the Supervisor no subordinate employee is qualified to fill the vacancy, the position may be filled from sources outside the department.

SEPARATION FROM SERVICE

An employee who resigns shall notify official or department head 15 days prior to the anticipated date of separation. Failure of the employee to notify the official or department reasonably in advance of his intended separation may be considered grounds for forfeiture of any accrued vacation leave.

The hiring Supervisor may terminate the service of any employee who has become negligent or inefficient in his duties, or if any employees conduct tends to interfere with the efficient functioning of the department and to preserve department unity, and if the employee is convicted of any felony or high misdemeanor.

The nature of the work performed by the District is largely seasonal and therefore many seasonal employees are hired. Such employees shall not be considered full time employees. The Supervisor shall attempt to give such employees 2 weeks notice of the seasonal end of their employment, but in the event such notice is impracticable the Supervisor shall give such notice as he can.

SUSPENSION OF EMPLOYEE

Upon written notice by the Supervisor or Board, any District employee may be suspended for cause. The amount of time is to be determined by the Supervisor or Board.

The length of suspension shall be determined by the Supervisor or Board and shall be set in length by the seriousness of the offense.

An employee may be suspended from his job, if in the opinion of the Supervisor or Board, such employee is unable or unwilling to perform his duties satisfactorily or that his habits or dependability merit suspension. The employee must be notified in writing by the Supervisor or Board of his suspension and must be given the reason for suspension and time of suspension by the Supervisor or Board.

RETIREMENT

Membership in the County Retirement System is compulsory for all employees both permanent and temporary. County employees are also covered by Social Security. All employees must have a Social Security card upon employment by the Carbon County Weed & Pest District.

Any employee may be retired upon attaining seventy years of age (does not apply to elected officials). Such employees who have the physical and mental capabilities to continue in their normal work may be granted the right to a delay in retirement by the official or Department Head. Provided however, each delay or extension shall not exceed a twelve month period.

PAID LEAVES OF ABSENCE

VACATION LEAVE

Vacation leave shall be granted to all full time permanent employees. Vacation time may be taken at any time of the year, providing the vacation does not conflict with the work loads of the department and providing further that approval is granted by the department head and the record of vacation time is made and acknowledged by the employee. The department head shall determine when employees will take vacations and the final determination will be governed by the needs and requirements of the department. All vacation time must be taken in the year it is accumulated except in extraordinary circumstances.

Employees will be paid for the unused vacation time upon termination or retirement.

No employee may waive his vacation time and draw double pay by working during the time allowed.

In scheduling vacation leave, preference shall be given to employees according to their length of service.

Vacation time accumulates as follows:

One to Five Years-----8 hours per month/12 days
Five to Ten Years-----11 hours per month/16½ days
Ten to Fifteen Years-----15 hours per month/22½ days
Fifteen Years to Twenty Years-18 hours per month/27 days

All vacation pay shall be computed at the employees straight time rate of pay for the classification to which he is permanently assigned at the commencement of his vacation.

In the event an employee leaves the employ of the County for any reason, including death or discharge in good standing, he shall receive his earned vacation pay, which, in the case of death, shall be paid to the individual to whom any accrued wages due him are paid.

Maximum accrual-Any accrued, but unused, vacation leave, in excess of 240 hours on balance as of December 31 of each year, shall be reduced to 40 hours on January 1 of each year and the excess will be entitled to any vacation leave.

HOLIDAY LEAVE

The following are legal holidays as provided by 8-4-101, Wyoming Statutes, 1977:

1. New Year's Day (January 1st)
2. President's Day (Third Monday in February)
3. Memorial Day (Last Monday In May)
4. Independence Day (July 4th)
5. Labor Day (First Monday In September)
6. Columbus Day (Second Monday In October)
7. Veteran's Day (November 11th)
8. Thanksgiving Day (Fourth Thursday in November & the following Friday)
9. Christmas Day (December 25th)
10. General Election Day (Tuesday following the first Monday in November in the even numbered years)
11. Any other Holiday proclaimed by the Governor of Wyo.

Whenever Christmas Day or New Year's Day falls on Thursday, the District Office will also be closed on Friday and that Friday shall be considered a holiday for all employees.

Whenever a legal holiday falls on a Sunday, it shall be observed on a Monday. Whenever a legal holiday falls on a Saturday, it shall be observed on the preceding Friday or following Monday, at the discretion of the Directors.

Part time employees shall be entitled to payment for the usual number of hours worked by them for the above holidays. Full time seasonal employees shall be entitled to 8 hours of pay for the above holidays.

SICK LEAVE

Sick leave shall be granted to all permanent employees.

1. Sick leave with pay will accumulate to the credit of each permanent or seasonal employee in the District service at the rate of one working day per month. Employees who are in service for less than a full calendar month because of appointment or absence from duty without pay, shall receive a credit for sick leave as follows: one through ten calendar days of service, none: eleven through twenty calendar days, ½ of one day: twenty-one or more calendar days of service, one day.

2. Sick leave may be accumulated to a total of sixty working days: extensions may be granted at the discretion of the Board on the recommendation of the Supervisor. A separated employee or the beneficiary of a deceased employee shall receive payment for one half the current balance of un-used sick leave, up to a maximum of thirty days. Such amount shall be issued on the employees current rate of pay.
3. Records of sick leave credit of each employee shall be kept and shall be subject to examination by any member of the District Board.
4. Sick leave may be used when an employee is incapacitated by sickness or injury: for medical, dental, or optical examination or treatment; including examinations for the military service or disability payments; or when an employee is exposed to a contagious disease and his attendance at duty, may jeopardize the health of others: or for death or illness of a member of the employees or the employees spouse's immediate family and such other persons approved by the agency head.
5. Notification of absence on account of sickness shall be given as soon as possible on the first day of absence to the Supervisor. If notification is not made in accordance with policy, such absence may be charged to vacation leave or leave without pay. An employee may be required to furnish a certificate from the attending doctor for all days of sick leave if requested by the Supervisor or Board.
6. Each day of sick leave shall be equivalent to the employee's normal work day at the employees applicable wage rate at the start of the absence for which compensation is requested.
7. An employee who is absent from work because of an occupational disability arising out of and in the course of his employment and which is compensable under the Workmen's Compensation Law shall be paid his regular wages for the number of days equal to his accumulated sick leave which shall not be charged against such employee's accumulated sick leave. Thereafter, such employee may draw against his accumulated sick leave. Workmen's Compensation payments received for the days when regular wages are continued or when sick leave payments are made shall be returned to the County.
8. Upon return from sick leave, each employee shall present a signed statement indicating the reason for such absence, such statement to be filed in his Supervisor's office. The Carbon County Officials or Department heads may request a physician's statement concerning such absence.
9. Any employee who willfully violates or misuses this sick leave policy or who misrepresents any statement or condition under said policy shall forfeit all accumulated sick leave and any further rights to the use and accumulation of sick leave for a period of one year, or shall be subject to dismissal at the discretion of Supervisor or District Board

FUNERAL LEAVE

In the event of death of a member of the immediate family each employee shall be entitled to three days leave with pay for funeral arrangements and attendance. Under extraordinary circumstances this leave may be extended, but without pay. No part time or seasonal employee shall be entitled to funeral leave. Proof of the death and/or relationship may be requested by the Supervisor or Board. (Immediate family is to include spouse, children, grand children, step-children, parents, step-parents, brother, sister, father-in-law, mother-in-law, sister-in-law, and grand-parents.) Funeral leave of any other family member may be granted by the Supervisor, but only under extraordinary circumstances, will such leave be with pay.

JURY LEAVE

Jury leave shall be granted to all employees. Any employee who is serving as a member of a jury panel, or who is subpoenaed as a witness, and thereby prevented from performing his regular duties, shall be granted leave of absence with pay, and without loss of vacation or sick leave. All monies received by the employee from the court, shall be reimbursed back to the County.

VOTING LEAVE

Any persons entitled to vote at any primary or general election or special election to fill a vacancy in the office of representatives in the Congress of the United States is, on the day of such election, entitled to absent himself from any service or employment in which he is then engaged or employed for a period of one hour, other than meal hours, the hour being at the convenience of the employer, between the time of opening and closing of the polls. Such elector shall not, because of so absenting himself, lose any pay, providing he actually casts his legal vote.

ADMINISTRATIVE LEAVE

Administrative leave may be granted to all permanent employees. Employees may be granted administrative leave, with pay, to participate in meetings, institutes, examinations and other activities directly related to their work, at the discretion of the District.

Out of town expenses shall be paid on actual and reasonable receipts for food and lodging.

ABSENCE WITHOUT LEAVE

Absence of an employee from duty, including any absence for a single day or part of any day, that is not specifically authorized shall be without pay and shall serve as a basis for disciplinary action. An employee who absents himself from his job for three consecutive days without authorized leave shall be deemed to have resigned and will be separated with cause.

UNPAID LEAVES OF ABSENCE

A permanent employee who has been employed for three years may be granted a leave of absence without compensation for a period up to one year. A request for such leave must ordinarily be submitted in writing as far in advance of the need as is known by the employee, and such written request shall state the reasons for requesting the leave, the duration of the requested leave and the date upon which it is requested that the leave begin. All such written requests shall be acted upon within fifteen days after receipt thereof, and such requests may be granted upon approval of the Supervisor or District. Scheduled increments, adjustments in salary and other credits are not allowed for such leave.

MILITARY LEAVE

Military leave shall be granted to all employees. Any employee of Carbon County who is a member of the Wyoming National Guard, or Army, Air Force, Marine, or Coast Guard Reserve shall be given a leave of absence, not to exceed fifteen days in any one calendar year, with pay, to attend duly authorized encampments, training cruises, and similar training programs in addition to any other leave or vacation time to which such persons are otherwise entitled.

If the dates of such training is optional, they shall be designated by the Supervisor or District.

Request for such leave must be made in writing by the employee and presented to the Supervisor or District at least thirty days prior to the effective date of such military leave, except in an emergency.

PARENTAL LEAVE

Upon written application to the Supervisor or District, a parental leave of absence without pay and without loss of seniority shall be granted to a non-probationary year around employee for the purpose of childbearing and/or child rearing. An employee who is pregnant shall notify her Supervisor or District Board in writing, accompanied by her physician's written statement with the approximate date of expected birth, as soon as pregnancy has been definitely determined, but in no case later than the middle of the fifth month. She shall indicate in the written notification whether she wishes to terminate her employment or apply for a parental leave of absence and shall also indicate her present intentions with respect to the length of leave and whether all or any part will be charged against such employees accumulated sick leave.

Any such leave of absence shall be for a maximum period of one year after the birth of the child. An employee shall be entitled to take such leave beginning at any time after the commencement of pregnancy, provided however, except in cases of emergency, such employee shall make written application for leave to the Supervisor or District at least forty-five days prior to the date on which such leave is to begin.

An employee who is granted a parental leave of absence shall have the following re-employment rights:

If the employee notifies the Supervisor in writing of her desire to return to active employment after a leave which has been charged entirely to sick leave as provide herein, said employee shall be immediately reinstated to her original position of like status and pay without loss of pay provided that in the written notification required above prior to the leave of absence, such employee shall have indicated her intention to charge her entire leave to her accumulated sick leave.

If the employee notifies the Supervisor or District in writing of her desire to return to active employment within ninety days after the commencement of a parental leave, and the leave has not been charged entirely to sick leave, said employee shall within thirty days after the giving of such notice, be reassigned to her original position or to a position of like status and pay.

If a parental leave extends beyond ninety days, upon giving written notice to the Supervisor of her desire to return to active employment, such employee shall be assigned to the first available vacant position for which he or she qualified, provided that if more than one employee has given such notice, the employee giving notice at the earliest date shall be reassigned her original position or to a position of like status and pay within sixty days after giving such re-employment notice.

Prior to return to employment from a parental leave, the County may require that the employee's personal physician certify that the employee is both physically and mentally ready to resume her regular duties. The County may require an additional physical examination at its expense by a physician of its own choosing.

MISCELLANEOUS REGULATIONS GOVERNING COUNTY EMPLOYEES

The use of County property for personal use is prohibited.

As a regular part of employment, each employee is expected to conduct himself and handle equipment in such a manner as to avoid accidents.

Employees are responsible for observing all safety regulations.

Upon occasion tardiness is unavoidable, however, employees who are consistently late are unfair to themselves and their employer and set a bad example for other employees. You are expected to give full measure of work for the pay you receive. Habitual lateness could lead to dismissal.

Employees shall not be paid for meal expenses or time for eating meals without the express written approval of the Supervisor on the meal ticket or voucher.

All leases of any equipment, horses, vehicles or other property shall be negotiated between the Supervisor or Board and the leasing person or agency and shall be in writing, Payment will be made for the leased items only on the days they are used by the District. Such equipment, horses, vehicles and other property shall only be utilized with the prior knowledge and consent of the Supervisor.

The above Personnel Policies and Practices may be subject to change from time to time at the discretion of the District Board.

Approved and adopted this _____ day of _____, 1981.

I, the undersigned, have read the Personal Policies and Practices of the Carbon County Weed & Pest Control District, and understand the conditions of my employment.

(signature)

(date)